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Windows NT Server Manager Utility



Windows NT Server Manager

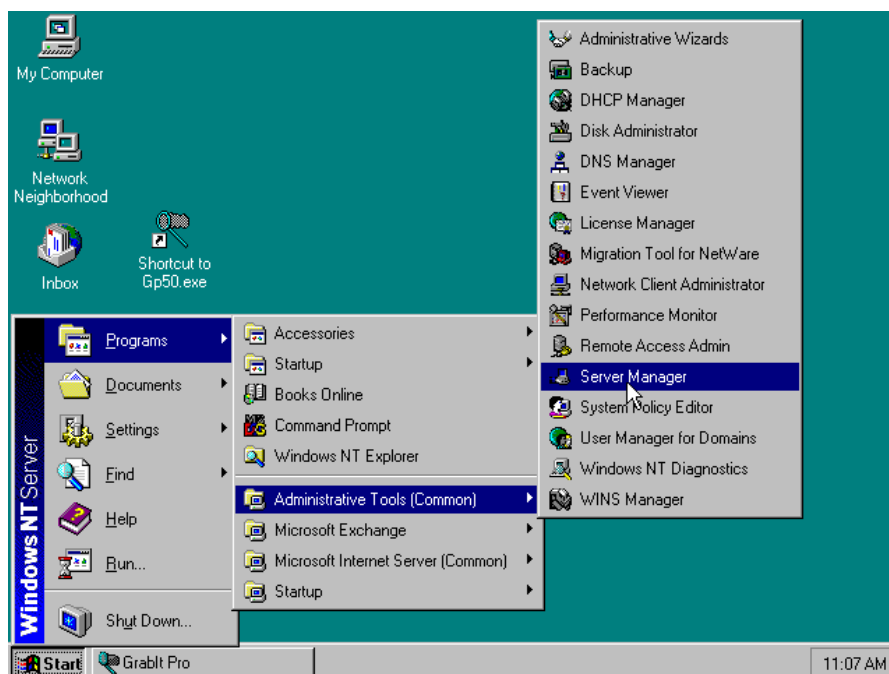
The Windows NT Server Manager utility allows you to manage both local and remote computers by performing the following tasks:

- Viewing and disconnecting remotely connected users
- Monitoring and controlling usage of shared resources
- Monitoring open resources
- Sending messages to the screens of connected users
- Managing administrative alerts

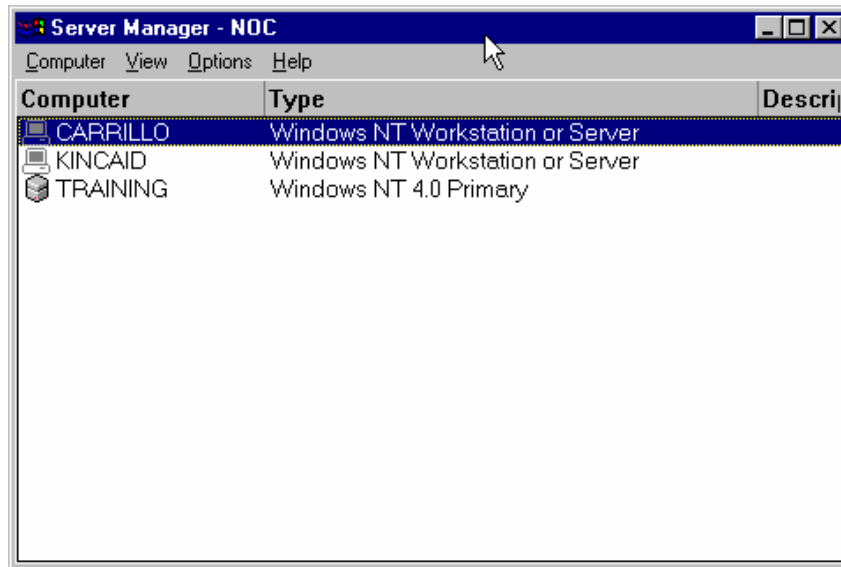
To manage any computer within your domain, you must be a member of the Domain Administrators or Server Operators group for your domain. To manage only the local NT Workstation or NT Server, you must be a member of the local Administrators group for that computer.

To start the Server Manager utility:

- 1.) Click **Start**
- 2.) Select **Programs**, then **Administrative Tools**
- 3.) Select **Server Manager**



When the Server Manager program is started, the initial screen usually indicates the domain name of your logon domain. The example below shows the Server Manager program being run on a domain controller for the domain NOC.



By default, the list of computers displayed in the Server Manager window includes those Windows NT computers that are members of the domain as well as other computers that are active within the domain. Optionally, you can filter the display so that only members of the domain appear. To accomplish this, select **Show Domain Members Only** from the **View** menu.

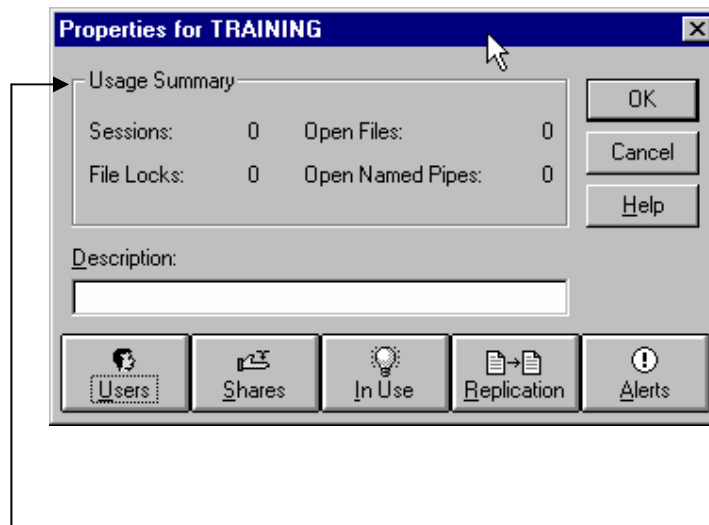
Next to each listed computer is the operating system it is running and the role it plays within the domain. The roles that may be listed are:

- **Windows NT Primary** – for the primary domain controller
- **Windows NT Backup** – for the backup domain controller
- **Windows NT Workstation or Server** – for all NT Workstations and member servers.

To view computers in another domain, on the **Computer** menu, click **Select Domain** and then choose the appropriate domain.

To manage an individual computer from those listed, double-click on the computer name in the list. The properties screen for the selected computer will appear. In the following example, the computer TRAINING was selected.

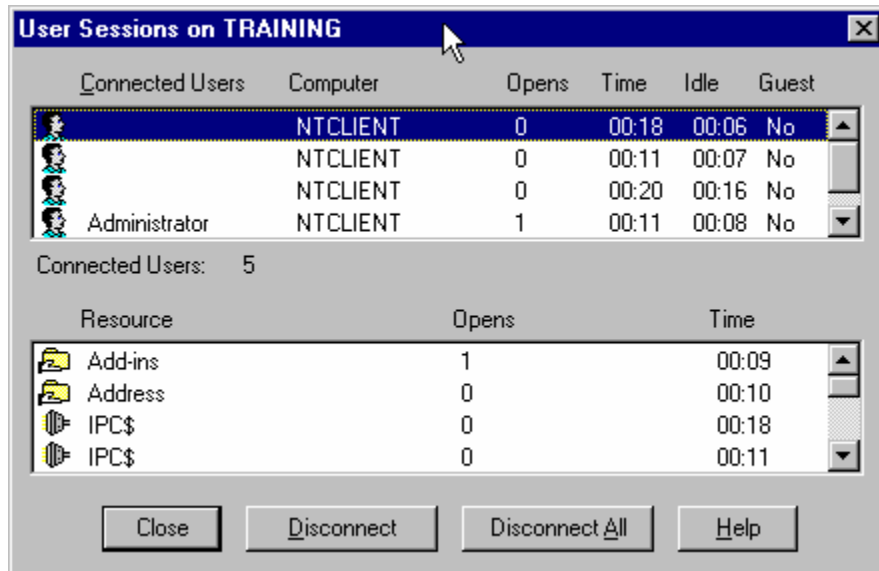
Selected
computer name



In the **Usage Summary** box, you can view summaries of connections and resource usage for the selected computer.

Viewing and Disconnecting Remotely Connected Users

Select the **Users** button from the selected computer's properties screen to see a list of all remote users connected to that computer. The example below shows the active user sessions on the computer TRAINING.



The top half of the screen shows the names of the remote users who have active connections to this computer. The information presented is explained below:

- **Connected Users** – user names of users who are connected to this computer over the network. In some cases, only the computer name will be displayed (as shown above).
- **Computer** – the computer name of the connected user's computer
- **Opens** – (for connected user) the number of resources opened on this computer by this user
- **Time** – (for connected user) the hours and minutes that have elapsed since this connection was established.
- **Idle** – the hours and minutes that have elapsed since this user has initiated an action.
- **Guest** – indicates whether this user is connected to this resource as a guest

The middle of the screen shows the total number of **Connected Users**.

The bottom half of the screen shows the resources that the highlighted user (top half of the screen) currently has open. The information presented is explained below:

- **Resource** – lists the shared resources to which the user is connected. Each entry consists of an icon indicating the type of resource, followed by the share name. The resource types may be:



A shared folder



A named pipe



A shared printer



A resource of an unrecognized type

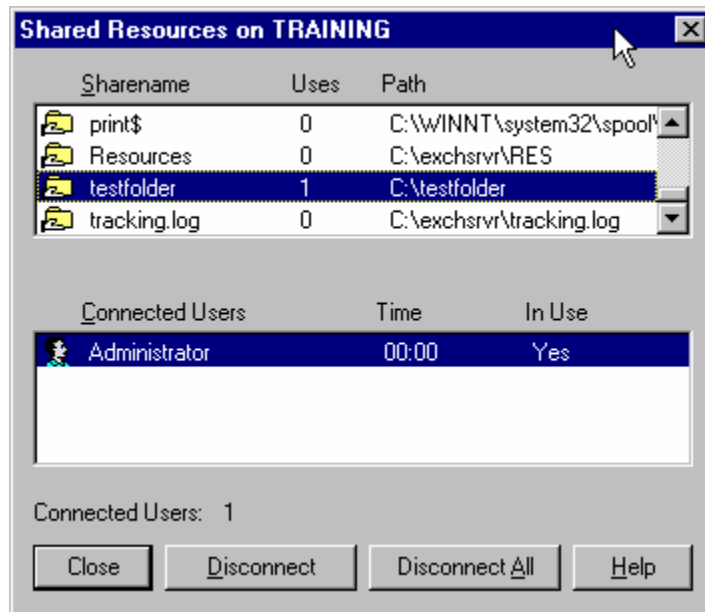
- **Opens** – (for resource) indicates the number opens the selected user has for the listed resource.
- **Time** – (for resource) indicates the hours and minutes that have elapsed since the user first connected to this resource.

You may disconnect an individual user from the selected computer by clicking on the user you want to disconnect in the **Connected Users** list and then clicking the **Disconnect** button at the bottom of the screen.

To disconnect all users from the computer, click the **Disconnect All** button at the bottom of the screen.

Monitoring and Controlling Usage of Shared Resources

Select the **Shares** button from the selected computer's properties screen to monitor the usage of the shared resources on that computer. The Shared Resources dialog box will show you a list of the shared resources available and, for the highlighted resource, a list of connected users.



In the example above, the shared folder called testfolder has been highlighted in the upper half of the screen. The bottom half of the screen shows the list of connected users. In the example, there is only one user (Administrator) currently connected to the shared resource.

The following information can be seen in the Shared Resources dialog box for each resource:

- **Sharename** – each entry consists of an icon representing the type of shared resource and the name under which the resource has been shared.
- **Uses** – the number of connections to the shared resource
- **Path** – the full path to the resource
- **Connected Users** – a list of the users who are currently connected to the shared resource. The user name may be displayed or sometimes just the user's computer name.

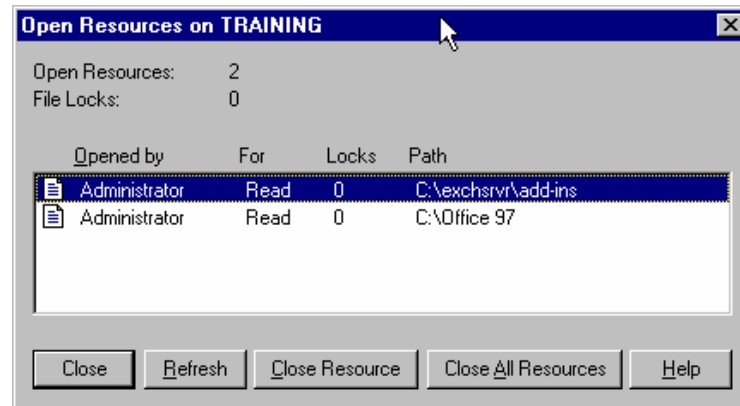
- **Time** – the time (in hours and minutes) that has elapsed since the user first connected to the shared resource.
- **In Use** – shows whether the user currently has a file open from the selected resource.
- **Connected Users** – the total number of users connected to this shared resource.

You may disconnect an individual user from a shared resource by first highlighting the shared resource in the top half of the screen, then highlight the user to disconnect in the list of connected users at the bottom of the screen, and then click the ***Disconnect*** button.

The ***Disconnect All*** button at the bottom of the screen will disconnect all current users of the shared resource.

Monitoring Open Resources

Click on the ***In Use*** button from the selected computer's properties page to view a list of open resources on that computer. The example below shows a total of two open resources on the computer TRAINING.



The following information can be seen in the Open Resources dialog box:

- **Open Resources** – the total number of open resources on the computer
- **File Locks** – the total number of file locks on open resources
- **Opened by** – shows an icon identifying the type of resource followed by the user or computer name who opened the resource
- **For** – shows the permission that was granted when the resource was opened
- **Locks** – shows the number of locks on the resource
- **Path** – shows the path of the resource

Use the ***Close Resource*** button at the bottom of the screen to close the selected resource. This effectively disconnects all users from the selected resource.

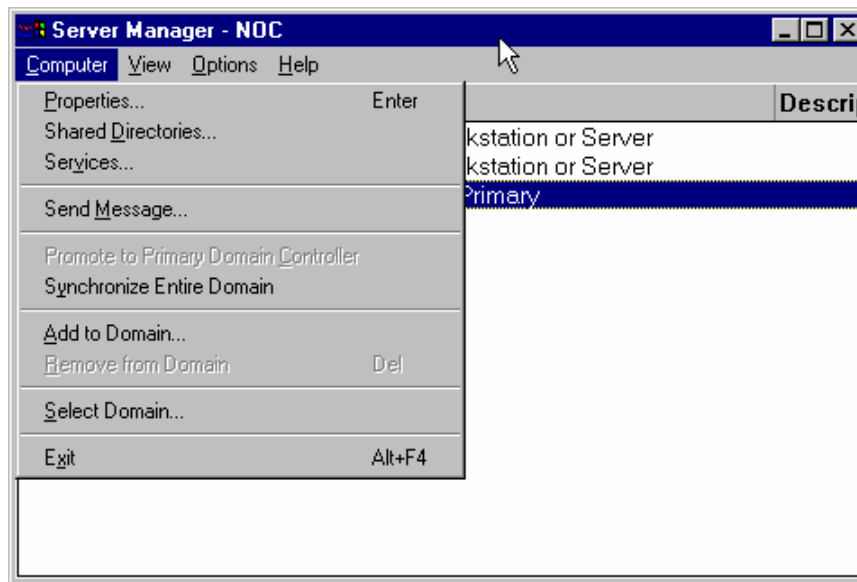
Use the ***Close All Resources*** button at the bottom of the screen to close all of the resources on the selected computer.

Sending Messages to the Screens of Connected Users

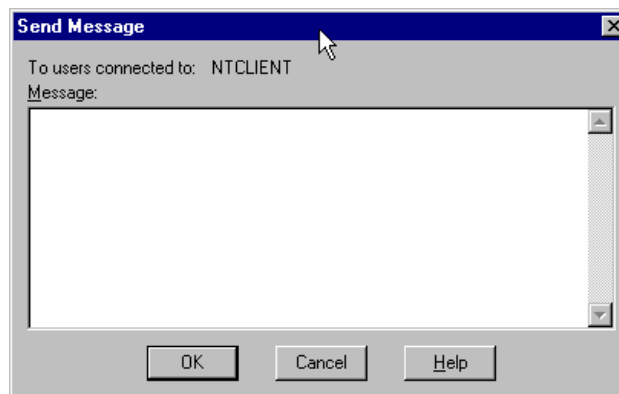
Before disconnecting users from a computer or a shared resource, consider sending them a message to alert them so that they do not lose any data.

To send messages to users who are connected to a particular computer:

- 1.) Go to the **Server Manager** main screen.
- 2.) Highlight the computer to which the users are connected.
- 3.) From the **Computer** menu, select **Send Message**.



The **Send Message** dialog box will appear as shown below.

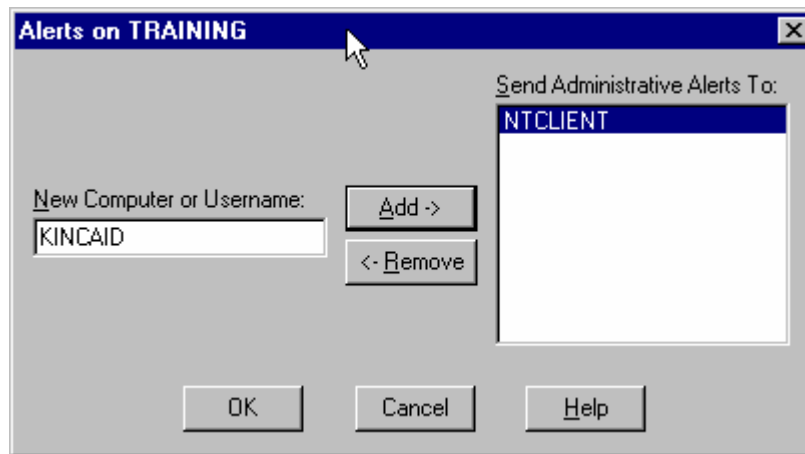


- 4.) Type the message to send to connected users and then click **OK**.

Managing Administrative Alerts

Administrative alerts are generated by the system and are related to system and resource usage. Alerts warn about security and access problems, user session problems, printer problems and server shutdown due to loss of power when the UPS service has been configured. Optionally, you may specify that administrative alerts appear on specific computer or user's screens in addition to the screen of the server.

Select the *Alerts* button from the selected computer's properties screen to manage the recipients of administrative alerts.



To add a new computer or user name as a recipient of administrative alerts, type in the name to add in the **New Computer or Username** box and then click *Add*.

Adding Windows NT Computers to the Domain

Before a Windows NT computer can recognize user and group accounts from a the domain, an account must be created for that computer in the domain. This is not necessary for Windows 95 computers. There are three ways to create a computer account in a domain:

- A computer account can be created during the Windows NT Server or Windows NT Workstation installation.
- A computer account can be created after installation is complete using the **Network** program in the **Control Panel** of the intended computer. Administrator privileges are required.
- A computer account can be created after installation is complete using the **Server Manager** Utility. Administrator privileges are required.

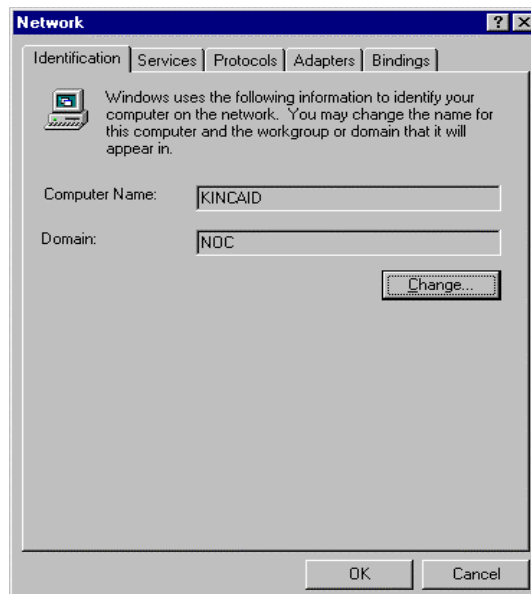
To Add a Computer Account to the Domain Using the Network Program in the Control Panel:

1.) Open the Control Panel and double-click the *Network* icon.

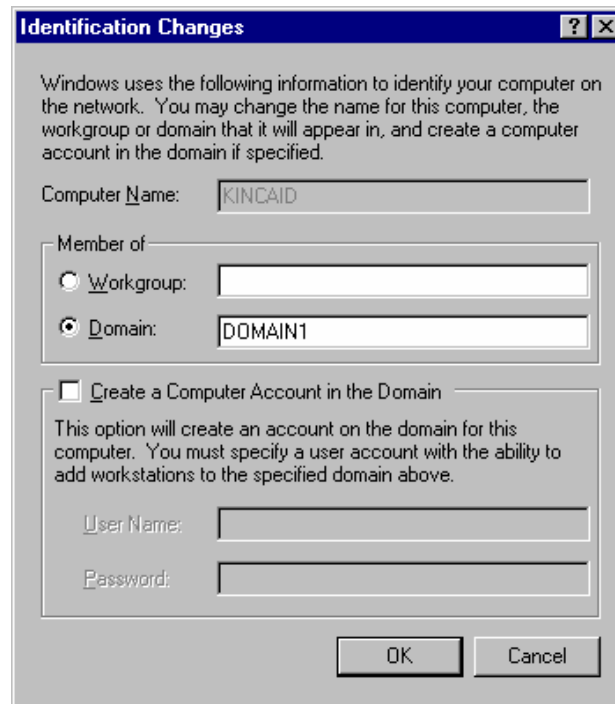
-OR-

Right-click the *Network Neighborhood* icon on your desktop and then select *Properties*.

2.) Select the *Identification* tab.



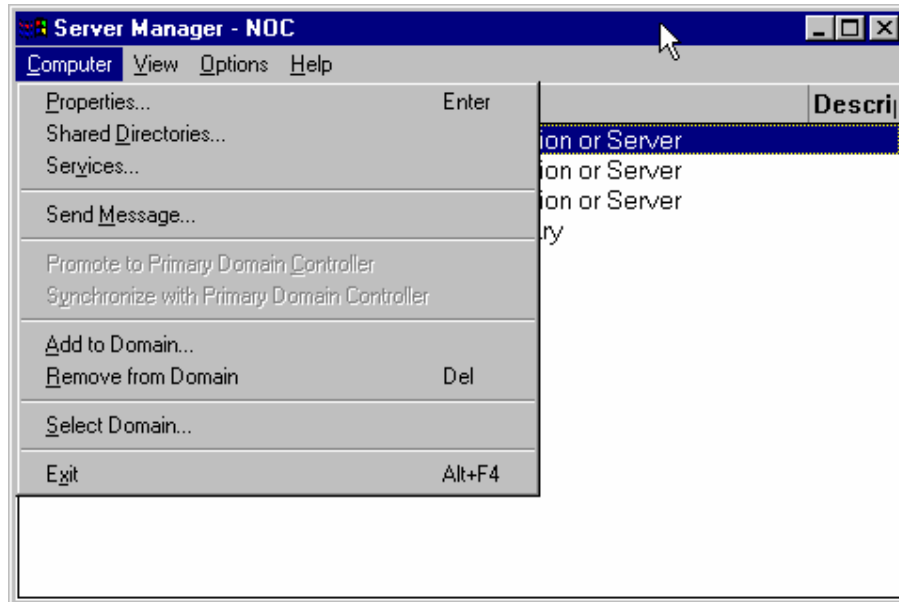
- 3.) Click the ***Change*** button.



- 4.) Enter the domain to which you want to add this computer in the **Domain** box. To automatically create an account for this computer in the domain, click in the box next to ***Create a Computer Account in the Domain***.
- 5.) Enter the user name and password for an account that belongs to the domain administrators or account operators group. Click ***OK***.

To Add a Computer Account to the Domain Using Server Manager Utility:

- 1.) From the main Server Manager screen on the domain controller, select **Computer**, and then **Add to Domain**.



- 2.) In the **Add Computer to Domain** dialog box, click in the appropriate place to identify the type of computer you are adding, then type in the computer name. Click **Add** when finished.

